



Services for  
Undocumented  
Students | University of  
California  
Merced

## Checklist for Undocumented Students Admitted to the University of California, Merced

*Congratulations on your admission to the University of California, Merced. Your admission to the University is a reflection of your outstanding scholastic efforts and commitment to personal excellence.*

*Now that you have been admitted, there will be a variety of tasks to complete ranging from accepting your admission to your preparation for the upcoming academic year. We hope the following information will assist you in getting off to a great start as you begin a new and exciting chapter.*

### Admissions:

- ☐ Check your student portal for admissions status
- ☐ Check your student portal to make sure your contact information is correct
- ☐ After receiving offer of admission, review the “*Conditions of Admission*”
- ☐ Check student portal every day or every other day for any updates, requests, or deadlines
- ☐ Submit any documents requested by the Office of Admissions – posted on your “*To Do List*” on your student portal
- ☐ Notify the Office of Admissions of any changes from what was originally submitted on your UC application (e.g., courses dropped or added, grade changes, etc.) via your student portal
- ☐ Notify the Office of Admission of any possible academic deficiencies (D’s and F’s) via your student portal
- ☐ Submit Statement of Intent to Register (SIR) to accept your admission via student portal by May 1<sup>st</sup> deadline (for first-year students) or June 1<sup>st</sup> deadline (for transfer students)
  - Recall if you received fee waiver for the UC application. If yes, you may qualify for deferral of the \$250 SIR deposit
  - Or, pay non-refundable \$250 admission deposit
  - Or, inquire with the Office of Admissions about deferment of \$250 deposit if you don’t have the funds needed at this time
- ☐ Request transcripts be sent to the UC Merced Office of Admissions before the July 1<sup>st</sup> deadline – Address: UC Merced Office of Admissions, 5200 N. Lake Road, Merced, CA 95343
- ☐ Additional transcripts of **ALL** institutions attended (e.g., online courses, previous high schools, and other college/universities attended), even if you took just one course, and regardless of whether or not you

passed the class

- Have an additional one sent to you – but **DO NOT** open (this will serve as your backup)

- ☐ Request documents be sent to the Office of Admissions of the UC you will be attending in the fall before July 15<sup>th</sup> deadline
  - Offers of admission are provisional until the campus receives your final official transcript and verifies successful completion of all coursework required for UC eligibility
  - AP Scores
  - IB Scores
  - SAT Reasoning and Subject Test scores
    - ☐ If you submitted official scores from the testing agency with your UC application, you do not need to resend
  - ACT Scores
    - ☐ If you submitted official scores from the testing agency with your UC application, you do not need to resend
- ☐ Register to attend Summer Bridge Program (if offered)
- ☐ Register for Summer Orientation

### **Academic Preparation:**

- ☐ Review and become familiar with major and graduation requirements (available in the online campus catalog)
- ☐ If invited to participate in the Fiat Lux Scholars Program, review the website: <http://fiatlux.ucmerced.edu>
- ☐ Apply for a mentor through the Success Mentor Program: <http://mentoring.ucmerced.edu>
- ☐ Enroll in Undergraduate Studies 010 (sections specific for first-year and transfer students are available)
- ☐ Obtain a campus map and your class schedule – the day before classes begin, walk around campus and find your classrooms early
- ☐ Arrive early to each class to find a good seat
- ☐ Place on a calendar all important dates for each class; e.g., midterms, papers due, group projects, and finals
- ☐ Attend workshops (e.g., notetaking, stress management, study skills, conducting research, etc.) offered by the Calvin E. Bright Success Center
- ☐ Meet with adviser periodically during the semester; especially prior to enrollment for Fall 2019
- ☐ Utilize professors' and Teaching Assistants' (TAs) office hours
- ☐ Meet with tutors:
  - Calvin E Bright Success Center: <http://learning.ucmerced.edu>
  - STEM Center: <http://stemresourcecenter.ucmerced.edu/academic-services>
  - Math Center: <http://mathcenter.ucmerced.edu>

- ☐ Attend **ALL** classes
- ☐ Natural Science majors should visit with the EXCEL Program: <https://excel.ucmerced.edu>

## **Campus Bookstore:**

- ☐ Purchase textbooks, readers, and recommended reading materials for each course you have enrolled in for the fall term
  - View campus bookstore's web site for ordering and purchasing textbooks  
Online: <http://bookstore.ucmerced.edu/home.aspx>
  - Inquire about other options in regards to purchasing textbooks; e.g., book rentals, e-books, other students, professors, etc.
- ☐ If you do not own one, purchase computer or laptop
  - Inquire with the Information Technology (IT) Office what type of computer to purchase (PC versus Mac)
    - ☐ Register computer with University Police
    - ☐ Meet with IT for any computer assistance (available on move-in day)
  - Inquire with campus bookstore about possible computer discount
  - Inquire with campus bookstore about any amenities that come with the purchase of a computer (e.g., printer, ink, etc.)
  - Register warranty for computer with manufacturer

## **Financial Aid:**

- ☐ Check student portal for Financial Aid award
- ☐ Show Financial Aid award to your family to determine if it meets the family budget
- ☐ Contact the Office of Financial Aid to ask questions about your award
  - (209) 228-7178
  - [finaid@ucmerced.edu](mailto:finaid@ucmerced.edu)
- ☐ Accept Financial Aid award (grant and scholarship money will automatically be distributed to your student account prior to the academic year)
- ☐ Accept Dream Loan
  - You will need to decide if you wish to accept the Dream Loan, if offered
  - Complete appropriate Master Promissory Note (MPN) and Entrance Counseling interview requirements as instructed by the Office of Financial Aid and Scholarships, if required
- ☐ All male students must register with the Selective Service via: <http://www.sss.gov/default.htm> to remain eligible for financial aid – this applies to AB 540 students as well
- ☐ Submit all documents requested by the Office of Financial Aid – posted on your student portal by June 1<sup>st</sup>, if there are extenuating circumstances, immediately contact the Office of Financial Aid and Scholarships prior to the June 1<sup>st</sup> deadline
- ☐ Contact the Office of Financial Aid and Scholarships should there be any changes in your family's income prior to the academic year
- ☐ If planning to attend Summer Session (check with coordinating office) prior to fall 2018, submit a California

Dream Act application (AB 540 eligible students) for the academic year of 2017 – 2018 to be eligible for financial aid for summer 2018

## Office of the Registrar:

- ☐ Submit Statement of Legal Residency to the Office of the Registrar, via student portal
- ☐ Submit UC Nonresident Tuition Exemption Application and Affidavit, to the designated mailing address on the form, due to the Office of the Registrar – only applicable to AB 540 eligible students – will not be verified until final “official” transcripts are received:  
<http://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/ab540.pdf>
  - **NOTE:** By submitting the UC Nonresident Tuition Exemption Application and Affidavit after submitting your Statement of Intent to Register (SIR), you ensure the Non-Resident fee will be removed from your student account

## Personal Finances:

- ☐ Open checking and savings account before school begins – allows for family to deposit money into your account remotely
- ☐ Attend Fall Financial Management workshops – if offered by the Office of Financial Aid and Scholarships
- ☐ Initiate Electronic Funds Transfer (EFT) for direct deposit of refunds from Financial Aid and Scholarships via:  
<https://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/student-business-services/electronic-funds>
- ☐ Establish and maintain a personal budget for each semester

## Placement Examinations:

- ☐ Review letter regarding the UC Entry Level Writing Requirement on Saturday, May 12, 2018
  - Review online, [www.ucop.edu/elwr](http://www.ucop.edu/elwr), how students can meet this requirement
  - Register for the UC Entry Level Writing Requirement Exam
  - Pay \$110 fee – [You will receive payment information with your test notification letter](#)
  - Inquire about a reduced fee if you qualify financially
  - Call 800-839-8507 if you have not received information regarding the UC Entry Level Writing Requirement Exam
- ☐ Take placement exams prior to Summer Orientation – for details, check with the Summer Orientation office
  - Biology
  - Chemistry
  - Foreign language
  - Mathematics
  - <http://orientation.ucmerced.edu/student-orientation/spring-placement-exams>

## Special Student Populations

- ☐ Review what services are available on campus for special student populations:
  - First-Generation Students
  - Former Foster Youth

- Non-Traditional Aged Students
- Students with Dependents
- Students with Disabilities
- Transfer Students
- Undocumented Students
- Veterans

### Student Business Services:

- ☐ Set-up Deferred Payment Plan through Office of Student Business Services – this will allow for fee balance to be paid in four installments: <http://sbs.ucmerced.edu/pages/dpp.aspx>
- ☐ Receive student bill
- ☐ Pay fall bill – or, first installment of Deferred Payment Plan – before Move-In day
- ☐ Sign up for direct deposit if you are expecting a financial aid refund. Your refund will be transferred via Electronic Funds Transfer (EFT) to your designated bank account: <https://bfs.ucmerced.edu/deptstaff-directory/financial-accounting-services/student-business-services/electronic-funds>

### Student Disability Services:

- ☐ Schedule meeting, prior to the fall, with Student Disability Services to have assessment regarding assistance for the upcoming academic year
- ☐ Submit medical records to Student Disability Services if requesting assistance regarding a learning or physical disability

### Student Employment:

- ☐ DACA students should go online periodically during the summer to review and apply for student employment for the fall – **DO NOT** wait till fall: <http://jobs.ucmerced.edu>
- ☐ If hired, prepare to provide a combination of the following acceptable I-9 documents prior to student employment:
  - California Identification
  - DACA Card
  - Driver's License
  - Passport
  - Social Security Card
  - Work Permit
- ☐ Sign up for direct deposit (provide voided check)
- ☐ If you have received DACA be sure to renew within the preferred renewal timeframe (between 180 and 120 days before your DACA expiration) and visit: <http://www.uscis.gov>
- ☐ Undeclared / Undecided students should meet with a Career specialist within the Center for Career and Professional Advancement to participate in career assessments
- ☐ Undeclared / Undecided students should register to participate in the

## Student Health:

- ☐ Submit Health Insurance Waiver Form and proof of health insurance, only if declining the UC Student Health Insurance Plan (SHIP) via student portal, submit waiver between May 1<sup>st</sup> to August 1<sup>st</sup> – failure to submit the waiver by August 1<sup>st</sup> will result in a charge of \$2,272 to a student's account
- ☐ Undocumented students who have received DACA may apply for Medi-Cal in the county in which they reside; prior to the fall term, students will need to notify their case worker of their change of “temporary residency” and have their Medi-Cal transferred to Merced county – allow thirty (30) days for transfer
- ☐ Medi-Cal recipients must be sure that their insurance coverage is comprehensive
- ☐ Undocumented students receiving any form of state funded health insurance should be aware of the age specific expiration of the coverage
- ☐ Carry your insurance card at all times, if you are covered under a health insurance plan other than the UC Student Health Insurance Plan (UC SHIP)
- ☐ Submit proof of Hepatitis B immunization to Student Health Center
- ☐ Or, complete Hepatitis B immunization - series of three doses required for enrollment at UC (for those under 19 on first day of classes) unless there is a medical contraindication

## Summer Orientation:

- ☐ Receive information regarding Summer Orientation
- ☐ Register for Summer Orientation
  - Register you and your family for Summer Orientation via student portal beginning Saturday, April 21<sup>st</sup>
  - Orientation fee can be deferred to the fall bill
  - Inquire with the Orientation Office regarding the deferment of the orientation fee – (209) 228-7252
  - Spanish Orientations are offered on
    - ❖ Saturday, July 7<sup>th</sup>
    - ❖ Thursday, July 19<sup>th</sup>
- ☐ Before attending Summer Orientation, review your Pre-Orientation checklist:  
<https://orientation.ucmerced.edu/student-orientation/pre-orientation-checklist>
- ☐ Before attending Summer Orientation, inquire about on-campus overnight lodging:  
<https://housing.ucmerced.edu/orientation>
- ☐ Attend Summer Orientation
  - Bring copies of the following:
    - ☐ ACT Scores
    - ☐ Academic transcripts of **ALL** institutions attended (e.g., high school(s), community college, and other college/universities attended)
    - ☐ AP Scores
    - ☐ IB Scores
    - ☐ SAT Reasoning and Subject Test scores

- Attend **ALL** workshops at Summer Orientation
  - Inquire about student immunization records
  - Inquire about student parking for the fall
  - Obtain book list for fall courses
  - Obtain business cards from all advisers, professors, and staff that you meet at Summer Orientation – request your family to do the same
  - Obtain required book(s) for summer reading for first-year students
  - Take photo for student ID card, you will need to provide some form of identification; e.g., passport, driver's license, state ID, etc.
  - Learn about:
    - ☐ Academic support programs
    - ☐ Career Services
    - ☐ Education Abroad Program
    - ☐ Ethnic/Cultural resources or programs
    - ☐ Field Studies
    - ☐ Graduate information programs (preparing for graduate or professional school)
    - ☐ Internship programs (e.g., UCDC, UC Sacramento, etc.)
    - ☐ Research Opportunities
    - ☐ Sports and recreation
    - ☐ Student Disability Services
    - ☐ Student organizations
    - ☐ Tutoring services
  - Designate a meeting place for you and your family to meet at the conclusion of Summer Orientation
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- ☐ Register for Knowledge Empowers You (KEY) Overnight Program for Undocumented students and their families (There is **NO** fee for this program); register at: <http://undoc.ucmerced.edu/form/key-program>
    - Must already be registered for a regular Summer Orientation session:
      - June 28<sup>th</sup> – June 29<sup>th</sup>, July 7<sup>th</sup> – July 8<sup>th</sup> (Spanish), or July 19<sup>th</sup> – July 20<sup>th</sup> (Spanish)
      - Overnight program begins at 6:00 PM on June 28<sup>th</sup>, July 7<sup>th</sup>, and July 19<sup>th</sup>
      - For more information, contact Alejandro Delgadillo at [adelgadillo@ucmerced.edu](mailto:adelgadillo@ucmerced.edu)

## Transportation:

- ☐ Research means of traveling home should you not have a vehicle; e.g., airports, Greyhound, AMTRAK, ride boards, etc.
- ☐ Review online schedule of on-campus and off-campus transportation
- ☐ Apply for parking permit for the 2018 – 2019 academic year through Transportation and Parking Services (TAPS) – if permitted

## University Housing:

- ☐ Sign up for University Housing (via student portal)
  - Inquire about theme housing options

- Inquire with the Housing Office about the deferment of your housing deposit
  - Pay the \$300 reservation fee – request for this fee to be deferred to your fall bill
  - Register for special accommodations for students with disabilities, if needed
  - Stretch your financial aid by requesting a quad room (4 people) or a triple (3 people) to reduce your housing cost (savings of \$1,854)
- ☐ Beginning May 21<sup>st</sup>, and once you have received a housing offer, join online a roommate group
- If you and a friend wish to be roommates, you must identify each other as desired roommates
  - Or, search and request to join an existing group
- ☐ Contact roommate(s) to arrange to meet before school begins
- Determine who will bring:
    - ☐ Microwave
    - ☐ Refrigerator
    - ☐ Television
    - ☐ Video game devices
    - ☐ Etc.
- ☐ Review the list of appropriate things to have in your residence hall room or suite – this list will be provided by housing
- ☐ Inquire about insurance
- Renter insurance
  - Homeowner insurance coverage for residence hall room
- ☐ Purchase personal necessities before assigned Move-In Day (August 18<sup>th</sup> or August 19<sup>th</sup>)
- Bed-sheets (extra-long twin), blankets, and/or comforter
  - Computer supplies
  - Items for room: fridge, TV, lamps, etc.
  - Laundry bag
  - Laundry soap
  - Purchase flip-flops for personal use in the community bathroom
  - School supplies
  - Toiletries
  - Toiletry basket – to carry personal items to community bathroom
- ☐ Receive move-in appointment for Move-In Day
- ☐ Move into your residence hall (good to bring a dolly or cart to move heavy items)
- ☐ Meet with roommate(s) and complete Roommate Contract Form, if required
- ☐ Participate in the campus-wide Welcome Week events and activities (whether you live on or off campus)
- ☐ Register bicycle with University Police
- ☐ Continue to participate in Residence Life events and activities throughout the year
- ☐ For students contemplating living off-campus, here are some helpful tips when looking for off-campus housing:
- Are utilities included in the rent?



- Can I still purchase a meal plan?
  - Do I require a furnished or unfurnished location?
  - Do I rent month to month?
  - Do I sign a yearlong lease?
  - Is a credit check required?
  - Is a deposit required?
  - Is a social security number required?
  - Is the location on a bus/shuttle route?
  - Is there a fee for the credit check?
- ☐ Review off-campus housing opportunities at:  
<http://housing.ucmerced.edu/housing/campus-housing/finding-place/campus-housing-och-system>
- ☐ Check for an off-campus housing opportunity for undocumented students:
- The Mi Casa Project is an independent off-campus opportunity for undocumented students; for more information contact Blanca Galvez at: [bgalvezjimenez@ucmerced.edu](mailto:bgalvezjimenez@ucmerced.edu)

### **UC Merced websites:**

- UC Merced: <http://www.ucmerced.edu>
- UC Merced Academic calendar: <http://registrar.ucmerced.edu/schedules/calendars>
- UC Merced Services for Undocumented Students: <http://undoc.ucmerced.edu>
- UC Merced Admissions: <http://admissions.ucmerced.edu>
- UC Merced Bright Success Center: <http://learning.ucmerced.edu>
- UC Merced Fiat Lux Scholars Program: <http://fiatlux.ucmerced.edu>
- UC Merced Financial Aid: <http://financialaid.ucmerced.edu>
- UC Merced Housing: <http://housing.ucmerced.edu>
- UC Merced Majors: <http://www.ucmerced.edu/academics-undergraduate-majors-minors>

UC Merced Services for Undocumented Students \* [undoc@ucmerced.edu](mailto:undoc@ucmerced.edu) \* <http://undoc.ucmerced.edu> \* (209) 228-4625